



**DEPARTMENT OF THE ARMY  
HEADQUARTERS  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Regulation  
No 672-11

19 June 2002

Decorations, Awards and Honors  
**COMMANDING GENERAL'S OUTSTANDING EQUIPMENT MAINTAINER AND  
OUTSTANDING EQUIPMENT OPERATOR AWARDS**

**Summary.** This regulation establishes policies and procedures and assigns responsibilities concerning the Commanding General's outstanding Equipment Maintainers (armor, nuclear biological and chemical (NBC) noncommissioned officer (NCO) and unit mechanic) and Outstanding Equipment Operator Awards.

**Applicability.** This regulation applies to all United States Armed Forces units/activities at Fort Leonard Wood (FLW), except the 43d Adjutant General Battalion (RECEPTION).

**Supplementation.** Supplementation of this regulation to provide for unit level awards is encouraged, however all supplements must be approved by Headquarters, United States Army Maneuver Support Center and Fort Leonard Wood, (MANSCEN & FLW).

**Suggested Improvements.** The proponent agency of this regulation is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Directorate of Logistics, ATTN: ATZT-DL-M, Fort Leonard Wood, MO 65473-8935.

FOR THE COMMANDER:



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1. Purpose. To improve equipment maintenance by the establishment of a program for recognition of meritorious maintenance achievement and to stimulate interest in the development of unit maintainers and the maintenance of equipment at the operator level.

## 2. References and forms.

### a. Required references.

(1) AR 600-8-22 Military Awards. Cited in paragraph 6a.

(2) AR 750-1 Army Materiel Maintenance Policy and Retail Maintenance Operations. Cited in paragraph 4a.

### b. Prescribed Forms.

(1) FLW Form 1154 (Outstanding Operator Award Evaluation Checklist). Prescribed in paragraphs 5b(2) and appendix B, figure B-2.

(2) FLW Form 1163 (Mechanic of the Quarter Board Selection Worksheet). Prescribed in paragraphs 5b(1) and appendix B, figure B-1.

(3) FLW Form 1155 (Outstanding Armorer Award Evaluation Checklist). Prescribed in paragraph 5b(3) and appendix B, figure B-3.

(4) FLW Form 1156 (NBC NCO and Equipment Inspection Checklist). Prescribed in paragraph 5b(3) and appendix B-3, figure B-4.

### c. Referenced Forms.

(1) DA Form 2404 (Equipment Inspection and Maintenance Worksheet).

(2) DA Form 5988-E (Equipment Inspection Maintenance Worksheet).

(3) OF 346, U.S. Government Motor Vehicle Operator's Identification Card.

3. Explanation of Acronyms. Acronyms used in this regulation are explained in the glossary.

## 4. General.

a. This regulation provides information and procedures for the Commanding General's Quarterly Outstanding Equipment Maintainer and Outstanding Equipment Operator Awards. It encourages the establishment of an aggressive awards program for equipment operators and maintainers at all levels of command as stated in AR 750-1 paragraph 2-28, including Air Force, Navy and Marine Corps operators and maintainers.

b. For the Outstanding Mechanic Award, personnel must be in the grade of E-4 and below, and have a primary and/or duty military occupational specialty (MOS) within the maintenance management field. One outstanding mechanic will be chosen from command nominees appearing before a board.

c. For the Outstanding Equipment Operator Award, personnel must be in the grade of E-5 and below, and be the assigned operator for the item of equipment in the category nominated. An outstanding equipment operator will be chosen from one of the following categories each quarter:

(1) Light Vehicle Operator Award for operators of tactical and non-tactical vehicles 3/4 ton through 2 1/2 ton capacity.

(2) Heavy Vehicle Operator Award for operators of tactical and non-tactical vehicles five ton and above to include wreckers.

(3) Light Equipment Operator Award for operators of special purpose equipment, i.e., generators, welders, laundry units, compressors, etc. (tool sets, radios, chain saws, individual equipment, etc. are excluded).

(4) Heavy Equipment Operator Award for operators of engineer construction equipment and heavy special purpose equipment, i.e., dozers, cranes, rough terrain forklifts, etc.

(5) Combat Vehicle Driver Award for drivers of combat vehicles, i.e., tanks, self-propelled artillery, tracked recovery vehicles, armored personnel carriers, etc.

d. For the Outstanding Unit Armorer Award, personnel must be in the grade E-5 and below, assigned the duties of unit armorer and have attended the unit armorers course, or attended the armorer refresher course given by the FLW Maintenance Assistance Instruction Team (MAIT). One outstanding armorer will be chosen each quarter.

e. For the Outstanding Unit NBC Room NCO, personnel must be in the grade E-6 and below, assigned the duties of NBC room NCO and worked in the position for six months. One Outstanding NBC NCO will be chosen each quarter.

f. Personnel and/or equipment that participates in the Outstanding Maintainer or Operator of the Quarter shall not be eligible to compete again for two successive quarters.

g. Personnel may be disqualified from competition for the following reasons.

(1) Equipment is found to have a not mission capable (deadlining) fault.

(2) Improperly dispatched equipment.

(3) Nominees are not properly licensed for equipment on which they are being evaluated.

(4) Fail to appear at the scheduled time for evaluation and testing.

h. Equipment designated as display equipment will not be entered into the competition.

## 5. Responsibilities.

### a. Commanders at all levels will -

(1) Establish and conduct a competitive program, which will determine and recognize military equipment maintainers and operators of the quarter. The competitive program will include Arms Room and NBC Room maintainers.

(2) Submit to the DOL, ATTN: ATZT-DL-M, the names of Equipment Maintainers and operators selected for competition. Suspense date for submission of names and dates of competition will be announced quarterly by the DOL. Appendix A provides guides for submitting names of competitors.

(3) Appoint one warrant officer or senior NCO to sit on the Mechanic of the Quarter Board. Appointment will be made on a memorandum with a copy provided to DOL, ATTN: ATZT-DL-M.

### b. DOL will -

(1) For Outstanding Mechanic, establish a Mechanic of the Quarter board consisting of the Maintenance Award Program Coordinator (Board Facilitator) and three warrant officers/senior NCO. The Board Facilitator will maintain a roster of possible board members. Board members will be notified when their presence is required. The board will evaluate nominees based upon evaluation criteria of FLW Form 1163 (Mechanic of the

Quarter Board Selection Worksheet) (sample at appendix B, figure B-1).

(2) For Outstanding Equipment Operators, evaluate command nominees using criteria of FLW Form 1154 (Outstanding Operator Award Evaluation Checklist). Scoring will be based on observation and testing of each nominee and inspection of his/her assigned equipment. Nominees will be required to demonstrate their ability to operate and maintain their assigned equipment through a series of practical exercises. A FLW Form 1154 to be used by the evaluator during the equipment inspection is at appendix B, figure B-2.

(3) Evaluation of command nominee for unit armor and NBC NCO will be at their assigned work area by a knowledgeable evaluator. The evaluation will focus on The Army Maintenance Management System (TAMMS), publications and equipment maintenance. A FLW Form 1155 (Outstanding Armorer Award Evaluation Checklist) to be used by the evaluator during the armor inspection is at appendix B, figure B-3 and a FLW Form 1156 (NBC NCO and Equipment Inspection Checklist) to be used by the evaluator during the NBC NCO inspection is at appendix B, figure B-4.

(4) Complete all competitions NLT the 15th day of the first month of each new quarter.

#### 6. Awards.

a. Commanders are encouraged to make appropriate awards of mechanic and driver badges under provisions of AR 600-8-22, paragraph 8-28, in addition to awards presented under this regulation.

b. The Commanding General's Outstanding Mechanic, Equipment Operator, Armorer and NBC NCO awards will consist of -

(1) Army Achievement Medal (AAM) or equivalent.

(2) A \$50.00 savings bond (subject to availability of non-appropriated funds).

(3) Plaque.

c. The Commanding General's award will be presented by the Commanding General or his designated representative during an appropriate occasion.

#### Appendix A EXAMPLES OF NOMINATION MEMORANDUMS

(Appropriate Letterhead)	
(Office Symbol) (672)	(Date)
<p>MEMORANDUM FOR Directorate of Logistics, ATTN: ATZT-DL-M (MAIT), Fort Leonard Wood, MO 65473</p> <p>SUBJECT: Nominee for Commanding General's Outstanding Mechanic/Armorer/etc. Award Competition</p> <p>1. The following individual has been selected as an outstanding mechanic/armorer/NBC NCO (state appropriate area) and is submitted for consideration in the Commanding General's Outstanding Maintainers Award Competition for the period (state appropriate period).</p> <p>2. Nominee information:</p> <ul style="list-style-type: none"> <li>a. Name, Grade, SSN</li> <li>b. Unit</li> <li>c. Duty position</li> <li>d. PMOS, DMOS</li> <li>e. Type of nomination</li> <li>f. Narrative recommendation</li> </ul>	
(Commander's signature)	

Figure A-1. Sample of Nomination Memorandum For Outstanding Mechanic/Armorer.

(Appropriate Letterhead)	
(Office Symbol) (672)	(Date)
<p>MEMORANDUM FOR Directorate of Logistics, ATTN: ATZT-DL-M (MAIT), Fort Leonard Wood, MO 65473</p> <p>SUBJECT: Nominees for Commanding Generals Outstanding Equipment Operator Awards</p>	
<p>1. The following individual have been selected as outstanding equipment operator and is submitted for consideration in the Commanding General's Outstanding Equipment Operator Award Competition for the period ending (state appropriate period).</p> <p>2. Light Vehicle Operator: (State Category)</p> <ul style="list-style-type: none"><li>a. Name, Grade, SSN</li><li>b. Unit</li><li>c. Duty position</li><li>d. PMOS, DMOS</li><li>e. Type equipment operated</li><li>f. Narrative recommendation</li></ul>	
(Commander's Signature)	

Figure A-2. Sample of Nomination Memorandum For Outstanding Equipment Operator.

Appendix B  
SAMPLE OF FORMS

<b>MECHANIC OF THE QUARTER BOARD SELECTION WORKSHEET</b> <small>(See FLW 672-11, Proponent is DOL)</small>		
Nominee Name: _____ SSN: _____ Grade: _____ PMOS: _____ DMOS: _____ Unit: _____ Duty Assignment: _____		
CRITERIA	AVAILABLE POINTS	AVAILABLE POINTS
1. Appearance and Military Bearing. Remarks:	<b>10</b>	
2. General Mechanical Knowledge: Remarks:	<b>25</b>	
3. MOS Knowledge. Remarks:	<b>25</b>	
4. Shop Safety. Remarks:	<b>25</b>	
5. Maintenance Forms and Records. Remarks:	<b>15</b>	
<b>TOTAL</b>	<b>100</b>	
Board Member Name: _____ Rank: _____ Signature: _____ Date: _____		
<b>NOTE: Board members will indicate strong and weak points in the remarks section for each criteria.</b>		

FLW Form 1163 (Rev Jun 02) Previous Editions Obsolete

Figure B-1. Sample of FLW Form 1163.

## OUTSTANDING OPERATOR AWARD EVALUATION CHECKLIST

	<u>AVAILABLE POINTS</u>	<u>POINTS AWARDED</u>
<b>A. GENERAL</b>		
1. Does the operator have in his/her possession a current OF 346 (U.S. Government Motor Vehicle Operator's Identification Card) authorizing him/her to operate the equipment on which he/she is being evaluated?	15	_____
2. Does the operator know how to read and interpret the appropriate technical manuals and lubrication orders?	15	_____
3. Does the operator know proper accident reporting procedures and forms?	10	_____
4. Does the operator know the proper type and use of fire extinguishers for the equipment on which he/she is being evaluated?	10	_____
5. Does the operator know the proper procedures for decontaminating the equipment after a chemical attack?	15	_____
6. Does the operator know the correct procedure for reporting a malfunction or fault detected during operator maintenance which he/she cannot correct?	15	_____
7. Did the operator present himself/herself in a military manner and in the correct uniform?	10	_____
8. Is the vehicle/equipment clean, properly painted and marked to include safety markings?	20	_____
9. Are all canvas, covers, seats, shields, panels, tool bags in good condition and properly mounted?	10	_____
<b>B. PRACTICAL EXERCISE: Operator Maintenance.</b>		
1. Did operator properly initiate and utilize DA Form 2404 (Equipment Inspection and Maintenance Worksheet) and/or DA Form 5988-E (Equipment Inspection Maintenance Worksheet)?	10	_____
2. Did operator observe safety procedures while inspecting the vehicle? (Subtract five points for each safety violation.)	10	_____
3. Did operator perform all intervals of preventive maintenance checks and service (PMCS) utilizing appropriate technical manuals? (Subtract ten points for each item not properly checked.)	50	_____
<b>C. DRIVING/OPERATING TEST.</b> (Grade appropriate section based upon category of nominee Only one section will be graded.)		
1. Wheeled Vehicles, Combat Vehicles, and Heavy Equipment: Operator will be required to drive/operate equipment over a predetermined course and demonstrate his/her knowledge and skill. Test will include backing (with trailer if assigned), on and off road operations, utilizing all functions the equipment was designed to perform, operation of all vehicle mounted equipment (i.e. wrecker components, winches, tool sets, radios, etc.), and proper use of safety and warning devices.	50	_____
2. Light Equipment: Operator will be required to demonstrate his/her ability to set up and operate his/her assigned equipment simulating a field environment. Power generating equipment will be operated with a minimum 50 percent load. Personnel being evaluated on other types of equipment (i.e. welders, compressors, etc.), will be required to operate fully the assigned equipment.	50	_____
<b>TOTAL POINTS SECTIONS A, B, C</b>	<b>250</b>	_____
<b>REMARKS:</b> (Evaluator will fully explain all ratings)		

FLW Form 1154 (1 Sep 98)

Figure B-2. Sample of FLW Form 1154.

OUTSTANDING ARMORER AWARD EVALUATION CHECKLIST		
(FLW Reg 672-11)		
a. GENERAL	AVAILABLE POINTS	POINTS AWARDED
1. Is there a current operator's manual per type weapon in the Arms Room? Is there a maintenance manual, a parts manual, a tool kit Supply Catalog, and a maintenance update available? ( <i>Subtract <u>one</u> point for each set of missing or outdated manual.</i> )	5	_____
2. Does the Armorer present a neat appearance and is the Arms Room clean?	5	_____
3. Is proper physical security practiced?	5	_____
4. Is an Arms Room SOP in place, and does it cover how the unit does maintenance?	5	_____
5. Are services properly scheduled and performed by Unit Armorer?	5	_____
6. Are weapons clean and serviceable? ( <i>Subtract <u>one</u> point for each dirty weapon.</i> )	5	_____
7. Has all required maintenance been performed?	5	_____
<b>b. PRACTICAL EXERCISE: OPERATOR MAINTENANCE</b>		
1. Did the Armorer properly initiate and utilize DA Form 2404 (Equipment Inspection and Maintenance Worksheet) and/or DA Form 5988-E (Equipment Inspection Maintenance Worksheet)? ( <i>Subtract <u>one</u> point for each incorrect entry.</i> )	5	_____
2. Did the operator observe safety procedures while inspecting the weapon? ( <i>Subtract <u>five</u> points for each safety violation.</i> )	10	_____
3. Did the Armorer perform all intervals of preventive maintenance checks and service (PMCS) utilizing appropriate technical manuals? ( <i>Subtract <u>ten</u> points for each item not properly checked.</i> )	50	_____
<b>TOTAL POINTS (SECTION A &amp; B)</b>	<b>100</b>	_____
REMARKS: ( <i>Evaluator will fully explain all ratings.</i> )		

Figure B-3. Sample of FLW Form 1155.

NBC NCO and EQUIPMENT INSPECTION CHECKLIST		
(FLW Reg 672-11)		
a. GENERAL	AVAILABLE POINTS	POINTS AWARDED
1. Is there a current operator's manual per each mask and equipment available? Is there a maintenance manual and DA Pam 738-750 available? <b>(Subtract one point for each set of missing manual.)</b>	5	_____
2. Are appointment orders for NBC NCO and NBC Officer on hand?	5	_____
3. Is an NBC Room SOP available and does it cover how the unit does maintenance?	5	_____
4. Are services properly scheduled and performed?	5	_____
5. Does a 10% sampling of masks indicate they are clean and sanitized?	5	_____
6. Does a 10% sampling indicate the NBC equipment is 95% mission capable? <b>(Subtract one point for each percentage point below 95%.)</b>	5	_____
	5	_____
7. Has all required maintenance been performed?		_____
<b>b. PRACTICAL EXERCISE:</b>		
1. Did the NBC NCO properly initiate and utilize DA Form 2404 (Equipment Inspection and Maintenance Worksheet) and/or DA Form 5988-E (Equipment Inspection Maintenance Worksheet)? <b>(Subtract one point for each incorrect entry.)</b>	5	_____
2. Did the operator observe safety/hazardous material procedures while inspecting/handling the equipment? <b>(Subtract five points for each safety violation.)</b>	10	_____
3. Did the NBC NCO perform all intervals of preventive maintenance checks and service (PMCS) utilizing appropriate technical manuals? <b>(Subtract ten points for each item not properly checked.)</b>	50	_____
<b>TOTAL POINTS (SECTIONS A &amp; B)</b>	<b>100</b>	_____
<b>REMARKS:</b> <i>(Evaluator will fully explain all ratings.)</i>		

Figure B-4. Sample of FLW Form 1156.



## Appendix C EQUIPMENT INSPECTION CHECKLIST

The individual evaluating the equipment will inspect the following items:

- C-1. Cooling System: Leaks, fluid level, hoses, cap, and antifreeze protection.
- C-2. Oil Levels: Engine and transmission.
- C-3. Electrical System: Batteries, wiring, and lights.
- C-4. Fuel System: Pump, lines, filters.
- C-5. Air Induction System: Filters, hoses, clamps, housings, and gaskets.
- C-6. Lubricant, fuel and hydraulic leaks.
- C-7. Vision Devices: Windows, mirrors, vision blocks, etc.
- C-8. Stowage boxes and stowed equipment.
- C-9. Hydraulic System: Tank, pump, hoses, lines, etc.
- C-10. Suspension system, wheels and tracks.
- C-11. Body/hull and frame.
- C-12. Power train components.
- C-13. Warning devices.
- C-14. Instrument Panels: Gauges, tachometer, speedometer, etc.
- C-15. Controls: Steering, brakes, clutch, choke, engine stop, etc.
- C-16. Winches, booms, and cables.
- C-17. Communications equipment.
- C-18. Air system.
- C-19. Fire extinguishers.
- C-20. Gas particulate system (combat vehicles).
- C-21. Auxiliary power units (M88AI only).
- C-22. Exhaust system.
- C-23. Grounding equipment.

SCORING: TOTAL POINTS = 50. Subtract 50 points if a not mission capable (NMC) fault is found. Subtract 5 points for each shortcoming found.

### Glossary

AAM  
Army Achievement Medal

AR  
Army regulation

DA  
Department of the Army

DMOS  
duty military occupational specialty

DOL  
Directorate of Logistics

FLW  
Fort Leonard Wood

MAIT  
Maintenance Assistance Instruction Team

MANSCEN & FLW  
United States Army Maneuver Support Center and Fort Leonard Wood (same as MANSCEN)

MOS  
military occupational specialty

NBC  
nuclear biological chemical

NLT  
no later than

NMC  
not mission capable

NCO  
noncommissioned officer

OF  
optional form

PMCS  
preventive maintenance checks and service

PMOS  
primary military occupational specialty

SOP  
standard operating procedure

SSN  
social security number

TAMMS  
The Army Maintenance Management System